

**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**21 November 2023**

Date: 21 November 2023  
Time: 3.30pm  
Venue: KCETB, Seville Lodge, Callan Road, Kilkenny

Attendance: Fergal Browne, Carmel Boyle, Tomás Breathnach, Mary Hilda Cavanagh, Peter Cleere, Laura Conheady, Deirdre Cullen, Andrea Dalton, Michael Delaney, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Thomas Kinsella, Caitlín Mhic Cárthaigh, Patrick O’Neill

Also in attendance: Chief Executive Eileen Curtis, Director of Further Education and Training Martha Bolger, Director of Organisational Support and Development Liam Scott, Hugh Sullivan, Crowe Ireland, Executive Support Caoimhe Byrne

Apologies: John Cahill, John Hurley, Clare Ryan, Director of Schools Pauline Egan

Chairperson Fergal Browne presided at the meeting

Parent Nominee: Following confirmation that Jenny O Regan Byrne no longer the parent of a child in an ETB school she was thanked for her participation on and contribution to the board over the years and good wishes were extended to her.

**1. Conflict of Interest**

At the start of the meeting, the Chairperson reminded members about procedures for dealing with any potential conflict of interest arising during a board meeting:

The ETB Act of 2013 and the Code of Governance (2019) both state that a member of an ETB board must absent himself/herself when the board is deliberating or deciding on matters in which that member has an interest. He/she should not take any part in any

deliberation of the board relating to the matter, should not influence, or seek to influence, a decision to be made in relation to the matter and should not vote on a decision relating to the matter.

## **2. Condolences and congratulations**

Condolences were extended to those recently bereaved.

## **3. Minutes of board meeting held on 19 September 2023**

The minutes of the meeting held on 19 September 2023 had been circulated to board members in advance (Document 21112023 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Andrea Dalton, seconded by Ger Frisby and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 19 September 2023.

## **4. Matters arising from minutes**

No matters arising.

## **5. Correspondence**

### **Department of Education Circular Letters – to be implemented**

- 0041/2023 - Revision of Teacher Salaries under Building Momentum - A New Public Service Agreement 2021-2023
- 0042/2023 - Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum - A New Public Service Agreement 2021-2023
- 0043/2023 - Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs under Building Momentum - A New Public Service Agreement 2021-2023
- 0047/2023 - Adoptive Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0048/2023 - Adoptive Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools
- 0050/2023 - Unpaid Leave for Medical Care Purposes for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0051/2023 - Unpaid Leave for Medical Care Purposes for Special Needs Assistants employed in Recognised Primary and Post Primary Schools

- 0052/2023 - Breastfeeding Breaks for Registered Teachers employed in Recognised Primary and Post Primary Schools
- 0053/2023 - Breastfeeding Breaks for Special Needs Assistants employed In Recognised Primary and Post Primary Schools
- 0054/2023 - Curriculum and assessment related developments at Senior Cycle with particular reference to school years 2023/24 and onwards
- 0055/2023 - Unpaid Leave for Medical Care Purposes for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards
- 0056/2023 - Cost of living measure to support increased school running costs

#### **Other Departmental correspondence – for information**

- DoE – The role of the NPC-Primary in nominating parents to boards of Education and Training Boards
- DoECC – Reduce Your Use 2023/24 Campaign for Public Bodies

#### **Other correspondence – for information**

- ETBI - Notice of the ETBI AGM and EGM 2023 – 28 November 2023

The following were agreed as the voting members for the ETBI AGM:

- Mary Hilda Cavanagh
- Peter Cleere
- Ger Frisby
- Eileen Curtis

The nominees were proposed by Caitlín Mhic Cárthaigh, seconded by Matthew Kenny and agreed.

- SOLAS – Funding Position
- NTO - Expansion of Tertiary Degrees

## **6. Chief Executive's Report**

Chief Executive Eileen Curtis presented the Chief Executive's report:

### **6.1 Corporate Governance and Administration**

#### **Corporate Governance and Administration**

##### **Student Enrolment**



Following completion of the October Returns to the DE and SOLAS it was noted that the second level student enrolment is 5,421 across the 13 schools for the academic year 2023/24 and the number of FET starters is 14,000 across all programmes, including 1378 PLC students.

### **Annual Report 2022**

It was noted that notification was received that the Annual Report 2022 was approved by the DE and has been laid before the Houses of the Oireachtas and is now published online.

The School and Centre Annual Report 2022/23 was circulated to members and provided an overview of the work which took place throughout the year in schools and centres.

### **FET Matters – The following update was provided:**

- A Strategic Dialogue meeting took place with QQI on 10 October to review progress on the recommendations from the Inaugural Review Report and discuss any emerging issues.
- DEFHERIS, through the National Tertiary Office issued a further call for proposals for programmes which could be run in conjunction with HE institutions. KCETB has submitted an application for two programmes in association with SETU.
- Work is ongoing regarding the due diligence and preparation of a Preliminary Business Case which is the next element of the process for a FET College in Kilkenny.
- Following a number of meetings with SOLAS the budget position has been clarified for 2023 with no reduction in programme activity required.

### **Nomination of Parent Nominees to ETBs**

It was advised that notification was received that the designated body to assist with the election of parent nominees to the ETBs henceforth will be the National Parents Association Primary, whose remit was extended to post primary also.

### **Proposal for a Change of Name**

The school community in Borris has engaged in a consultation process regarding a change of name for the school and propose Borris College as its new name effective from September 2024.

The name change was proposed by Peter Cleere, seconded by Tomás Breathnach and agreed.

### **Board Review of its own Effectiveness**

Mr Hugh Sullivan, Crowe Consulting was engaged to assist the board in undertaking the annual review process this year and it took place as part of the meeting.



### **Awards/Retirement Function**

A series of award ceremonies took place to celebrate the work of students on receipt of their certificates.

A function to recognise the service of retired staff took place on 14 November to acknowledge the contribution of staff to KCETB.

### **Ukrainian Update**

National and Regional School Placement figures as of 3 November are 10,937 primary and 6,704 post primary Ukrainian students enrolled in schools.

The enrolment figures for Kilkenny and Carlow are as follows:

Kilkenny Schools enrolments:

Primary: 184

Post Primary: 144

Carlow Schools enrolments:

Primary: 172

Post Primary: 195

### **Key Challenges noted included:**

- There has been an increase in new arrivals nationally since September with more accommodation becoming available in Carlow and Kilkenny.
- School place availability in Kilkenny City and Carlow Town continues to be tight with limited capacity.
- The slow processing of transport applications continues to be an issue across all REALT regions, however most issues are being resolved quickly in the Carlow Kilkenny area.
- The provision of appropriate places for children with additional and young people who are 17 years and older can be challenging depending on need.

REALT Meetings took place on 11 October and 15 November 2023.

### **Ukrainian Learners**

There has been some movement throughout Kilkenny and Carlow and the table below outlines the learner position to the end of October.

Ukrainian Starters by month (1066 unique learners):

January 2023	177
February 2023	148
March 2023	132
April 2023	148
May 2023	158
June 2023	57
July 2023	389
August 2023	248
September 2023	561
October 2023	65

## 6.2 Schools

Chief Executive Eileen Curtis presented the following report:

### Teaching and Learning

- The Annual TEACH MEET, a professional learning and sharing event took place virtually on 20 October. The keynote speaker this year was Dr. Natalie O’ Neill (DCU) who presented on “Building pedagogies of curiosity - bringing enquiry into teaching through communities of practice.” A series of workshops from teaching colleagues followed and 270 teachers attended the event.
- All our schools are in the Admissions Process for enrolment for 2024/25. Most schools closed their three-week window before mid-term break and the offer of places is now taking place.
- **Final Induction for New Teachers** to the scheme took place on 13 November delivered by Dr. Joe O’Connell. The theme of this session was ***Effective Communication and Building Positive Relationships in the school community.***
- **Student Councils** – Training for Student Councils promoting and supporting student voice and leadership took place on 20 and 26 October. 135 students and their link teachers attended.
- **ETBI Ethos Project** –The first meeting of 2023/24 for our Professional Learning Network took place on MS Teams on 16 November facilitated by our Ethos Co-ordinator Conor Walsh.



- **SEN** – Our first Community of Practice for 2023/24 took place for our SENCOs on 24 October. There were 19 teachers in attendance and feedback from the day was excellent with a real appetite for engagement in this support.

Jean Reale, Assistant Professor in Academic Practice, Mary Immaculate College, gave an input on *'An Introduction to Universal Design for Learning (UDL) classroom practice for Post-Primary Schools'* with a workshop facilitated by our SENCO Executive Committee on *'The Role UDL can play in Student Support Planning'*.

- 17 teachers are involved in a Community of Practice for ***Integrating Restorative Practices training into our professional practice*** which began on 13 October. The programme is delivered over 5 sessions, from 4.30 p.m. – 6.30 p.m. running from October 2023 to April 2024.

The Certificate in Restorative Practice for School Leaders with SETU begins on 22 November – this programme is being delivered over 5 days with 12 participants.

A fourth iteration of the Certificate in Restorative Practice for teachers will run in Spring 2024 and will be run over 10 evenings and one Saturday.

- Teaching and Learning Workshops – Magenta Principles - A series of workshops to enhance teaching and learning in our schools will continue this academic year 2023/2024. Twenty-eight teachers from our thirteen schools will attend three workshops over the course of the year. The second workshop takes place on 6 December.
- The Middle Leadership Programme continues in schools with Joe O'Connell.

## Governance and Management of Schools

### Inspection Reports

#### Inspections have taken place in the following schools:

- Coláiste Aindriú – Special Education Needs Inspection – Follow through Inspection - draft report to follow.
- Duiske College – Home Economics Subject Inspection - draft report to follow.
- Incidental Inspections with a focus on EAL have taken place in the following schools:
  - Tyndall College
  - Grennan College
- Tyndall College – Subject Inspection - Geography – final report issued.

- Health and Safety support visits by our H&S Consultants, ASM took place in all our schools.
- **School Finance Meetings** will take place on MS Teams during November.
- RE: Boards of Management - The following Chairperson's to School Boards are now being proposed for ETB Board ratification:

<u>School Name</u>	<u>Chairperson Name</u>
Abbey Community College	Ger Frisby
Borris Vocational School	Peter Cleere (tbc)
Coláiste Aindriú	Maire Lee
Coláiste Cois Siúire	Martin Gordon
Coláiste Eoin	Jenny O' Regan Byrne
Coláiste Mhuire	Cllr Mary Hilda Cavanagh
Coláiste Pobail Osraí	Caitlín Mhic Cárthaigh
Duiske College	Peter Cleere
Gaelcholáiste Cheatharlach	Caitlín Mhic Carthaigh
Grennan College	Patrick O'Neill
Kilkenny City Vocational School	Deirdre Cullen
Scoil Aireagail	Fidelis Doherty
Tyndall College	Seamus Donohoe

- Confirmation of new parent nominees to the following Boards:
  - Scoil Aireagail - Deirdre Walsh
  - Borris Vocational School – Heather James





The Chairperson's and parent nominees to School Boards were proposed by Caitlín Mhic Cártaigh, seconded by Tomás Breathnach and agreed.

- School Completion Kilkeny – Mary McCarthy has been appointed Co-ordinator in SCP Kilkeny.

### 6.3 Further Education and Training

Director of Further Education and Training Martha Bolger presented the following report:

#### Governance

#### Capital Projects

A Preliminary Business Case is being drafted as part of Kilkeny College of Further Education and Training. This is a requirement to progress to the next phase of developing the College. This will be submitted to SOLAS in early 2024.

**Purcellsinch:** Construction is ongoing at Unit M, Purcellsinch for additional Phase 2 Electrical Apprenticeship provision.

**Ormonde College:** A schedule of works is underway.

**Grennan Equestrian:** A meeting with the Design Team was held on 13 October and the Stage 2a submission was submitted on 18 October. This is the full project brief, drawings, costings etc. and will be evaluated by DFHERIS/SOLAS.

#### PLS Returns

Enrolment has been taking place in both FET Colleges in Carlow and Kilkeny, with both experiencing high enrolments.

The final numbers returned were:

- CIFET: 1050
- KCFET: 326

#### Recruitment

- Kilkeny College of FET Deputy Principal: Recruitment is underway.
- VTOS Co-ordinator Carlow: This position is under offer.
- Fiona O'Flaherty has commenced as QA Officer replacing Kevin O'Shea.
- Aine Byrne has formally commenced as PD/TEL Co-ordinator.

#### QQI Dialogue



This meeting was held on October 10 and focused on:

- Strategic Updates from KCETB
- Follow up Reports and Progress since IR
- Programme Development
- ETB/ TU Collaboration
- Strategic Updates and activities from QQI

### Teaching and Learning

**SETU Tertiary Programmes:** 2 applications have been made by SETU/KCETB to deliver tertiary programmes in 2024. Both programmes will be augmented, i.e., they link to existing degree programmes. The applications are in the following areas:

- Cyber / ICT
- Tourism & Hospitality / Business

### Data

**SOLAS Strategic Performance Agreement Targets:** An update on the performance in relation to the targets was provided.

**Music Generation:** Both Music Generation Programmes in Carlow and Kilkenny will host Gala Concerts on 15 December. A new music hub has opened in Coláiste Cois Siúire as part of the MG programme in Kilkenny.

## 6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

### Human Resources

#### Recruitment

The process of recruiting to Post of Responsibility positions is underway in a number of schools.

In addition to teaching posts, we are also currently advertising the following positions:

- Deputy Principal, College of Further Education and Training, Kilkenny
- A panel in respect of Clerical Grade III positions
- Staff Officer in our Finance Department
- Adult Guidance Counsellor
- Bus Driver, School Completion Programme – Kilkenny



- Project Worker, School Completion Programme – Na Siúire

On-line application forms are available on the KCETB website in respect of substitute teaching positions, substitute SNA positions, substitute cleaning positions, substitute caretaker positions, substitute FET Tutor panel positions and substitute transport escort positions.

### Appointments

- Fiona O’Flaherty has been appointed Quality Assurance Officer
- Mary McCarthy has been appointed as Co-ordinator with the School Completion Programme, Kilkenny
- A number of School Completion Project Workers have been appointed to the School Completion Programme in Carlow.

### Corporate Services

#### Leases

1. **Music Generation Kilkenny** – Rental of Storage Space for Musical Instruments. Renewal of Lease: 01.06.24 to 31.05.25
2. **Grennan Mill Car Park, Thomastown, Co Kilkenny**. Renewal of Lease – Period of Cover: 31.03.2024 to 30.03.2027
3. **Training Services, Kilkenny Retail & Business Park (Formerly Young’s Motors), Waterford Road Kilkenny** – for provision of Plumbing and Engineering Phase 2 Apprenticeship Training. Term of Lease: 10 years
4. **Adult Literacy – Premises on Mill Street, Tullow, Co Carlow** to replace current casual room rental for Adult Literacy tuition in Tullow. Term of Lease: 01.03.2024 to 28.02.2025

### Capital Projects

1. **Grennan College, Thomastown**
  - A sanction request for a new extension has been submitted to the DE.
2. **Borris Vocational School**
  - The design for a school extension has been submitted to the DE.
  - A submission for emergency roof repair works is being prepared.
3. **Kilkenny Schools Campus**
  - Meetings on the final design are ongoing between KCETB, CPO, KCVS and the project lead.
  - Approval has been received from Kilkenny County Council for minor design alterations.
  - A tender for GI surveys closed on 8 November.

#### 4. Gaelcholáiste Cheatharlach

- A meeting with the project lead took place on 2 October.
- The detailed design is being prepared by the design team with input from the school and KCETB.

#### 5. Coláiste Mhuire, Johnstown

- The detailed design and project schedule is being prepared.
- A presentation has been scheduled for early December prior to submission to the Department.

#### 6. Scoil Aireagail, Ballyhale

- Construction of the additional accommodation is ongoing with the project scheduled for completion in February 2024.

#### 7. Duiske College, Graiguenamanagh

- The emergency works on the roof, floor covering, and sewerage works has been completed.

#### 8. Abbey Community College

- The new boiler has been installed.
- A tender for a contractor to provide emergency roof repairs is being prepared.

#### 9. Coláiste Pobail Osraí

- Fencing of the basketball courts has been completed.

#### 10. Coláiste Eoin, Hacketstown

- A submission for prefab replacement and new accommodation is with the DE.
- Emergency roof repairs are nearing completion.

#### 11. Coláiste Andriú, Bagenalstown

- A consultant has been appointed to oversee the replacement of the boiler.
- Emergency electrical works upgrades have been approved.

#### 12. FET Infrastructure Programme, Ormonde College

- A tender has been placed for the replacement of roof slates.

#### 13. FET Infrastructure Programme, Grennan Equestrian Centre

- Final drawings and a cost estimate have been submitted to SOLAS.

#### 14. FET Infrastructure Programme, Purcellsinch

- Construction is ongoing and is scheduled for completion in December 2024.

#### 15. FET Infrastructure Programme, FET College of the Future

- Preliminary Business Case is being prepared.

#### 16. RAAC Survey

- 16 of 23 surveys have been completed and submitted to the Department.



The income and expenditure report to the end of October 2023 was presented.

## **Overdraft Facility**

### **Proposal for an application for an overdraft facility in accordance with circular letter 0066/2014**

The Chief Executive requested permission to seek sanction from the Minister for continuation of the overdraft facility of 2million euro. This facility has never been required but it is considered appropriate to have the facility in place as a matter of financial prudence. The overdraft facility was proposed by Peter Cleere, seconded by Mary Hilda Cavanagh and agreed.

## **Governance**

### **Policy Management**

The following policies were noted:

- Social Media Policy
- Safe Driving Policy

### **Climate Action**

In accordance with 2030 Public Sector Climate Action requirements KCETB submitted its Public Sector Climate Action Mandate Roadmap at the end of September.

Staff are currently undergoing training on a FETCH eCollege course “Energy & You; Reduce your Use” to contribute in our efforts to raise awareness about climate action, sustainability, and energy efficiency.

### **ESBS Shared Services**

The General Ledger Conversion Project is the next stage of Shared Services transition programme, and a commencement meeting was held with ESBS on 15 November 2023. Staff in HR payroll, HR operations and Finance will all be involved in the project which will be implemented from November 2023 to May 2024.

Learner payments will be transferred from the SAP to SUN system with the transition to be implemented before year end.

### **Charities Regulation**

The Charities Regulation report for 2022 has been submitted to the Charities Regulator.

## **7. Board Review of Effectiveness**



Section 4 of the Code of Practice for the Governance of ETBs 2019 stipulates that the “Board should undertake a self-assessment annual evaluation of its own performance”.

The 2023 Board annual evaluation was facilitated by external consultant Hugh Sullivan of Crowe Consulting who also delivered a presentation on Board Governance and responsibilities.

The board were requested to consider the self-evaluation for 2023 in the context of the Code of Practice for the Governance of ETBs, the presentation from Crowe Consulting and subsequent discussion and analysis. It was agreed by the board that based on the presentation and subsequent discussions that Director of OSD Liam Scott would liaise with the Chairperson to complete the documentation.

## 8. Risk Management

### 1. System of Internal Control

- a. The Audit and Risk Committee (ARC) has scheduled meetings to consider the System of Internal Control including Risk Registers, Audit Registers and Assurance Declarations.
- b. The ARC will meet with the OSD Directorate in December 2023 and the FET and Schools Directorates in January.
- c. Staff training on the System of Internal Control took place on 11 October 2023.

### 2. Health and Safety

- a. A Health and Safety Consultant has been engaged to advise on enhancements to the H&S Management System.
  - i. Gap analysis and action recommendation reports have been prepared for most centres, offices and schools.

### 3. Cyber Security

- a. Cyber Security is a major risk and all public sector bodies are required to achieve the National Cyber Security Council baseline standards of 2022. KCETB is undertaking considerable work in this area in conjunction with ETBI and IPB.
  - i. Substantial investment in licencing and human resources will be required to meet these standards.

### 4. OCAG Audit 2022

- a. Discussions on the draft management letter for the external audit on the AFS 2021 are ongoing with the OCAG.

### 5. OCAG Audit 2023

- a. The OCAG Audit on the 2022 AFS is ongoing at present. The two senior auditors working on the audit are no longer in-situ.

### 6. Internal Audit

- a. An IAU-ETBs audit on the FET apprenticeship programmes is ongoing at present.



- b. A Health and Safety audit on will commence from 29 November 2023 with site visits scheduled for 12 and 13 December respectively.

### 9. (a) Minutes and Reports of Committees, and Boards of Management- for information

Minutes of Boards of Management and committees were noted and confirmed as appropriate by the Board.

### 9. (b) Report from ETBI Reserve Members Forum

Mary Hilda Cavanagh gave a report of latest ETBI Reserve Members Forum meeting.

### 9. (c) Report from Finance Committee

**Report from the Finance Committee 1 November 2023** – Chairperson Eddie Holohan, Sadie Aherne, Mary Hilda Cavanagh, Peter Cleere, Mary Brennan attended. Also, in attendance were Director of OSD Liam Scott; Head of Finance Linda O’Brien and Compliance Officer Alma Feeley.

A meeting of the Finance Committee took place on 1 November in Seville Lodge, the Committee’s activities included:

- Minutes of the 13 February meeting
- Minutes of 16 March meeting
- Matters Arising
- Correspondence
- Risk Management Report
- Capital Projects Report
- Contracts in excess of €50,000
- Update on Service Plan and Service Plan Working Papers
- Review of Terms of Reference

The next meeting of the Finance Committee is scheduled for 5 December 2023.

The report of the Finance Committee meeting was proposed by Peter Cleere, seconded by Caitlín Mhic Cárthaigh and agreed.

### 9. (d) Report from Audit and Risk Committee

**Report from the Audit and Risk Committee 6 November 2023** – Chairperson Ger Mulvey, Andrea Dalton, PJ Leonard, Mary Brennan, Patrick O’Neill attended via MS Teams. Also in attendance were Liam Scott, Director of OSD, Alma Feeley, Compliance Officer and Mary



O'Keefe, HR Payroll Officer. Invited guests in attendance: David Walsh, Internal Auditor, IAU – ETBs, Deirdre Johnstone, KOSI Auditor.

A meeting of the Audit and Risk Committee took place on 6 November in Seville Lodge, the Committee's activities included:

- Minutes of 15 March 2023 meeting
- Matters Arising
- Payroll Audit: Findings and Recommendations.
- Covid-19 Finance Audit: Findings and Recommendations
- Risk Management Report
- Correspondence from the C&AG and the Internal Audit Unit
- Review of Internal Controls Checklist

The next meeting of the Audit and Risk Committee is scheduled for 18 December 2023.

The report of the Audit and Risk Committee meeting was proposed by Patrick O'Neill, seconded by Caitlín Mhic Cárthaigh and agreed.

## **10. Matters for approval, adoption or confirmation by the Board**

### **211123 - KCETB 01 Minutes of previous meeting(s)**

Adopt the recorded minutes of the meeting held on 19 September 2023. The minutes will be published online.

Correspondence received and noted.

### **211123 - KCETB 02 Chief Executive's Report**

For adoption, including nominees to ETBI AGM, BOM Chairpersons and additional nominees

### **211123 - KCETB 03 Corporate Services**

Approve leases

### **211123- KCETB 04 Finance**

For approval, including permission to seek overdraft facility

### **211123- KCETB 05 Board Review of Effectiveness**

For approval/adoption/noting

### **211123 - KCETB 06 Risk Management**





For approval/adoption/noting

**211123 - KCETB 07 Report of Committees**

For approval/ noting – Finance Committee and ARC for noting.

For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Peter Cleere seconded by Mary Hilda Cavanagh and agreed.

**11. Other Business with prior permission of the Chair**

**12. Date of next meeting**

Tuesday, 16 January 2024 at 3:30pm in Carlow.

Signed:

*Joyal Browne*

Date:

*16/1/24*